



## Armthorpe Shaw Wood Academy Trust Scheme of Delegated Authority

Approved by Trustees, May 2022

The Armthorpe Shawwood Academy Trust is a single-academy trust; a single legal entity, a charitable company with a Board of Trustees that are accountable for the performance of the school within the Trust and for ensuring effective financial management.

As the accountable body, the Board is the key decision maker. It may delegate operational responsibilities to executive leaders, and governance responsibilities to its committees or individuals, however the Board cannot delegate its legal accountability and therefore remains accountable for all decisions made, and executive and governance leaders operate within the autonomy, powers and functions delegated to them by the Board.

While great care has been taken in preparing this document, no Scheme of Delegated Authority can possibly cover every conceivable scenario. Executive and governance leaders are encouraged to seek guidance from the Board when questions on responsibilities or duties arise. The Board reserves the right to review and make changes to this document at any time, without notice. The Board will take action, including the full or partial withdrawal of delegated authorities to individuals and groups, should they fail to carry out their duties and responsibilities effectively.

Note: The Board is required by its funding agreement with the Secretary of State for Education to designate a named individual as the 'accounting officer' and this designation confers legal responsibility for financial and administrative matters. In the Armthorpe Shawwood Academy Trust the accounting officer is the Head Teacher.

## 1. Governance

Where a number of groups have a shared duty of A, M or R, overall lead/authority is shown in bold with an asterisk\*

Item	Task	Members	Board	Committees	CEO	Headteacher	Business Manager	Notes
1.1	Structure of the Board	AR						
1.2	Articles of Association	AR*	R		R			
1.3	Approval of New Schools Joining		AM		R			
1.4	Changes to the Governance structure, Terms of Reference, Schemes of Delegation		AR*	M1	R			
1.5	Monitor performance of the Board	AR*	R					Annual Self Review/External Governance Review bi-annual
1.6	Appoint the Chair and Vice Chair of the Board		AR					
1.7	Establish Board Committees		AR					
1.8	Appoint the Chairs of Board Committees		A	R1				
1.10	Appoint the Clerk	C	AR*		R			
1.11	Organise calendar of meetings		AR*		AR			
1.12	Succession Planning for Trust Board		AR					
1.13	Set vision, strategy and ethos for the Trust	C	AR*		R	C		
1.14	Set vision, strategy and ethos for the school		A*		AR*	C		Board must approve to ensure consistency with Trust Values
1.15	Trust Risk Management Plan		A	R1*	R	C		
1.16	School Risk Management Plan				M	A	R	

Code: A = Approve (approve/appoint), M = Monitor (ensure the work is done), R = Responsible (do the work), C = Consulted (opinions sought) Board Committees: 1 = All, 2 = Business & Mgt (audit)

## 2. Policies

Where a number of groups have a shared duty of A, M or R, overall lead/authority is shown in bold with an asterisk\*

Item	Task	Members	Board	Committees	CEO	Headteacher	Business Manager	Notes
2.1	Decide policies to be held at Trust-wide level		A		R*			
2.2	Draft/update, review and approve Trust wide policies		A*	AM1	R	R		
2.3	Implement Trust-wide policies in individual school		M		R	R		
2.4	School-specific policy and procedure		M		M	R		
2.5	Ensure school website compliance with requirements		M*		A	AR	R	

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## 3. Making Significant Changes to an Open Academy (School)

Where a number of groups have a shared duty of A, M or R, overall lead/authority is shown in bold with an asterisk\*

Item	Task	Members	Board	Committees	CEO	Headteacher	Business Manager	Notes
3.1	Identify when a proposed change falls under the DfE 'significant changes' guidance		C		A	R		In general, significant means any change to school that will have an impact on the number, type and/or location of school places

3.2	Determine if proposed change can be fast-tracked or requires a business case, in accordance with guidance		C		R			
3.3	Prepare business case/fast track submission for RSC		C		R			
3.4	Approve before submission to RSC		A*					
3.5	Submit to RSC				R			

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#### 4. Financial Governance and Management

Where a number of groups have a shared duty of A, M or R, overall lead/authority is shown in bold with an asterisk\*

Item	Task	Members	Board	Committees	CEO	Headteacher	Business Manager	Notes
4.1	Set Trust-wide budgets for financial year		A*	M2	A	R	R	
4.2	Set Trust-wide 3 year budget plans		A*	M2	A	R*	R	
4.3	Produce Trust consolidated budget updates			M2	A	R*	R	
4.4	Review and monitor Trust-wide budgets in year			M2	A	R*	R	
4.5	Monitor school budget in year		M	M2*	A	R	R	
4.6	Appoint the auditors	A*	AM	M2	A	R*	R	
4.7	Produce and approve the audited accounts		A	M2	R	R*	R	
4.8	Receive the director approved audited accounts	M			A	R*	R	

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## 5. Financial Authorisation

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Item	Task	Members	Board	Committees	CEO	Headteacher	Business Manager	Notes
5.1	Set the Trust's Internal Financial Regulations, including policy and scheme of financial delegation		A	M2	R	R		Refer to the Trusts internal financial regulations, which includes guidance on spending limits, procurement and authorisations
5.2	Adhere to the Trust's Internal Financial Regulations		M	M2*	RM	R	R*	

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## 6. Workforce

Where a number of groups have a shared duty of A, M or R, overall lead/authority is shown in bold with an asterisk\*

Item	Task	Members	Board	Committees	CEO	Headteacher	Business Manager	Notes
6.1	Appoint school headteacher		AR					
6.2	Appoint and carry out performance management of the Chief Executive, including pay recommendation		AR					

6.3	Agree staffing structure for Trust central team, appoint staff and carry out performance management		A*		A			
6.4	Appoint executive headteachers		AR	M1				
6.5	Recommendations to Trust Pay Committee (all teachers, excluding headteachers)		R	A1	R*	R		
6.6	Recommendations to Trust Pay Committee (school headteachers)		R	A1				
6.7	Agree staffing structure within school (within budget)		A		R*			
6.8	Appoint senior staff within school		C		R	R*		
6.9	Appoint other staff (within the agreed staffing structure)				RA	R*		
6.10	Performance management of school staff		A		R	R*		
6.11	Performance management of school headteachers		AR*	M3				As a SAT, CEO is the headteacher so CEO is not involved in performance mgt
6.12	Suspend/reinstate (all staff)		AR*		R*	R		
6.13	Dismissal/Appeals Process (all staff)		AR*		R*	R		
6.14	Changes to school staffing structures including recruitment (outside agreed budget)		A	M2	R*	R		
6.15	Ensure compliance with all HR related policy and procedure		M		RM*	R*		

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## 7. Academic Performance, Curriculum and Teaching

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Item	Task	Members	Board	Committees	CEO	Headteacher	Business Manager	Notes
7.1	Trust Development Plan	C	A	M1	R			
7.2	Ensure compliance with all policy and procedure and related school procedures		AM		RM	R		
7.3	Review progress against Trust Development Plan		C	R1	R	R		
7.4	Draft and review Self-Evaluation Form (SEF) within school		M		RM*	R*		
7.5	Individual school development and curriculum plans		A		R	R*		
7.6	Within school, Improve quality of teaching, attendance and outcomes for all pupils, including disadvantaged, those with SEND and the most able		AM*		RM	R*		
7.7	Trust-wide, Improve quality of teaching, attendance and outcomes for all pupils, including disadvantaged, those with SEND and the most able		A		R*	R		
7.8	Ensure and monitor safeguarding in schools		M		R*	R		Board is responsible for approving the schools safeguarding policy every 12 months, Board must have annual training in line with DFE
7.9	Proactively monitor and take appropriate action upon feedback from pupils, parents and staff		A		R	R*		
7.10	Ensure that the provision of RE in all schools is in line with the agreed syllabus		A		R	R*		
7.11	Ensure that Ofsted requirements are met		AM*		RM	R*		

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## 8. Discipline / Exclusions

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Item	Task	Members	Board	Committees	CEO	Headteacher	Business Manager	Notes
8.1	Draft/update, review and approve Pupil behaviour schoolspecific procedures		A		R	R*		
8.2	Monitor implementation and compliance with pupil behaviour policy and procedures		M		R	R*		
8.3	Exclude a pupil permanently				R	R*		
8.4	Review an exclusion		AR					
8.5	Direct reinstatement of excluded pupils		AR					
8.6	Exclude a pupil for a fixed period		M		AR	R*		

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## 9. Admissions

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Item	Task	Members	Board	Committees	CEO	Headteacher	Business Manager	Notes
9.1	Admissions policy		A		R	R*		
9.2	Application decisions and managed moves		M		A	R		
9.3	Admissions prospectus		AM		RM*	R*		
9.4	Marketing and pupil recruitment		M	A2	R	R*		

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## 10. Premises and Insurance

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Item	Task	Members	Board	Committees	CEO	Headteacher	Business Manager	Notes
10.1	Ensure Premises-related insurance policies are in place		A	M2	R	R*	R	
10.2	Trust premises & capital strategy		A	R2	R	R*	R	
10.3	Allocation of SCA funding?.		A*	R2	R	R*		
10.4	Dealings in land and estates		A		R	R*	R	

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## 11. Health and Safety

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Item	Task	Members	Board	Committees	CEO	Headteacher	Business Manager	Notes
11.1	Monitor implementation of and compliance with H&S Policy		M	M2*	R8	R*	R	
11.2	H&S Risk Management Plan		AM	R2*				
11.3	Monitor H&S Risks		M	M2*	MR*	R*	R	

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## 12. Data Protection and Freedom of Information (I think we should now include Cybersecurity in this, but I will need to look at what we “must” do)

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Item	Task	Members	Board	Committees	CEO	Headteacher	Business Manager	Notes
12.1	Ensure compliance with DP and FOI policy		M	M2*	R	R*	R	

12.2	Carry out DP impact assessments as and when required		M	M2*	A*	AR*	R	
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### 13. School Organisation and Attendance

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Item	Task	Members	Board	Committees	CEO	Headteacher	Business Manager	Notes
13.1	Set dates of the school terms, holidays and INSET days		C		AR	R*		
13.2	Set times of the school day		A		AR	R*		

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